



SAINT LOUIS
UNIVERSITY™
— EST. 1818 —

SAINT LOUIS UNIVERSITY SCHOOL OF MEDICINE

MD/PhD Program Bylaws

January 31, 2017

1.0. Purpose

This policy establishes and codifies the bylaws of Saint Louis University School of Medicine MD/PhD program

2.0 General Description

The mission of the MD/PhD program is to educate students and train to become physician-scientists who will provide leadership in the health care system as policy makers, teachers, researchers or practitioners of medicine. Students in the Program earn a Doctorate of Medicine and a Doctor of Philosophy in an integrated program of study.

3.0. Academic Units

Academic units wishing to participate in the Program will submit a formal proposal that includes a description of their programs and the requirements for student completion. Proposals must be reviewed and approved by the MD/PhD Steering Committee.

4.0. Students

Students in the Program must be admitted independently into the School of Medicine and the graduate/professional program in which they intend to study for their second degree. They must also be accepted into the MD/PhD program. Students must remain in good standing in the academic units in which they are studying for their degrees.

5.0. Administration

The MD/PhD program is administered by the Dean of the School of Medicine, the Director of the MD/PhD program and the MD/PhD Steering Committee according to these bylaws, and the bylaws of the participating academic units.

5.1. Steering Committee

A. Role

The role of the MD/PhD Steering Committee is to establish policy for the MD/PhD program, to oversee its operations, and to facilitate communication among the participating academic units.

B. Membership

- i. The MD/PhD Steering Committee will be chaired by the director of the MD/PhD program.
- ii. Members of the Steering Committee are appointed by the director of the MD/PhD program.
- iii. Membership includes two faculty members from each participating academic unit: Biochemistry and Molecular Biology, Molecular Microbiology and Immunology, Pathology, Pharmacology and Physiology, Health Care Ethics and Health Outcomes Research. The term of office shall be July 1 through June 30 for a 3 year commitment. Members may be appointed for a second consecutive term, but in no case for more than a cumulative total of six years without the approval of the MD/PhD Steering Committee.
- iv. Membership includes two students in good academic standing who are in their second year of PhD studies. The student terms of membership shall last for a period of one year. Terms shall be from July 1 through June 30.
- v. Ex-officio members with vote include the Director of the MD/PhD program, the Associate Dean for Admissions and Student Affairs, the Associate Dean for Diversity and Student Affairs and the Director of the Core Program in Biomedical Sciences.

C. Responsibilities

- i. To recommend guidelines and establish policies relating to the MD/PhD program.
- ii. To ensure that each course of study or program offering in the MD/PhD program is consistent with the educational goals of the graduate and medical programs.
- iii. To facilitate coordination among the participating units.
- iv. To advise the Director on matters relating to the MD/PhD program.

D. Meetings

- i. The Steering Committee will meet at least twice yearly.
- ii. Special meetings may be called by the MD/PhD program director or upon written petition to the MD/PhD program director, signed by three of the regular voting

members of the Steering Committee.

iii. Agenda items may be proposed by any regular voting members of the Steering Committee, and faculty members of the participating programs, or student enrolled in the MD/PhD program.

iv. The Program Administrative Assistant shall keep minutes of all meetings. Official minutes will be kept and copies distributed to all members of the Steering Committee and upon request, to University leaders. The minutes will also be posted on a Google site for access by all faculty in the participating academic units.

v. A quorum shall consist of a simple majority of regular voting members.

vi. When a quorum is present, any action item requires approval by a simple majority of the voting members present at the meeting. Action items cannot be approved when less than a quorum is present. Votes by email will be permitted if time and circumstances allow it.

vii. Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order*.

5.2. Admissions Subcommittee

A. Role

The subcommittee supervises the admissions process, subject to the admissions requirements of the participating programs. The subcommittee is responsible for the admission process in collaboration with the Associate Dean for Admissions.

B. Membership

i. The Director of the MD/PhD program is an ex-officio member and chairs the subcommittee.

ii. The members are appointed by the MD/PhD program Director.

iii. Appointments are for 3 year terms and are renewable.

C. Responsibilities

i. Recommend applicants for interviews to MD/PhD Director

ii. Attend chalk talk sessions on interview dates & rank candidates for consideration to the program.

5.3. Ad hoc Subcommittees

The MD/PhD Program Director may convene subcommittees for specific purposes.

6.0. Director of the MD/PhD Program

6.1. Appointment

The Director of the MD/PhD program is appointed by and reports to the Dean of the School of Medicine.

6.2. Responsibilities

- i. To work with and serve as liaison for the graduate advisors of MD/PhD students and the faculty to ensure operation of the program in the pursuit of its ideals.
- ii. To coordinate with Student Affairs and Academic Affairs at the School of Medicine.
- iii. To develop and oversee the integration of the medical and graduate curricula, including research, for students in the Program.
- iv. To supervise the daily operation of the MD/PhD Program in accordance with established policy on matters including:
 - a. Student recruitment and admissions
 - b. Evaluation of programs and the progress of individual students within them
 - c. Relationships with academic units
 - d. Program budget
- v. To chair the Steering and Admissions Committees
- vi. To appoint members of the subcommittees
- vii. To develop external support for the Program
- viii. To keep the Dean of the School of Medicine, Executive Committee, Steering Committee and participating graduate and professional units informed about the status of the program.

7.0. Amendments and Revisions to the Bylaws

Proposed amendments or revisions of these bylaws shall be shared with all members of the Steering Committee, with opportunity to add input. A vote will be taken at the next Steering Committee meeting and passage of amendments or revisions shall require a two-thirds majority of those voting. Revisions will also require approval by the Dean of the School of Medicine. At least ten days' notice shall be given for the

meeting to consider proposed changes. The notice shall include a copy of the bylaws with the proposed changes.